

## Classification

Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140084-0

17

PREPARE IN DUPLICATE

DDS/OTR/SIWA-17

1. TITLE OF REPORT (if a fill-in report include Form No.)  
End of Course Reports

2. TYPE OF REPORT	STATISTICAL
	X NARRATIVE

MACHINE-NAME LISTING

3. FUNCTIONAL AREA	PERSONNEL	X TRAINING	ADMIN. GENERAL OTHER (specify)
	LOGISTICS	SECURITY	
	MEDICAL	FINANCE	

4. NO. OF COPIES PREPARED 2	5. FREQUENCY (weekly, monthly, quarterly, etc.) Irregular	6. DISTRIBUTION (No. of components not number of copies) 1 (to EA/TR, DTR)	

7. FORMAT (memorandum, form computer print-out, etc) Memo	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT OTR Notice 25-2, March 1961
	YES	IF YES GIVE ADP PROCESSING NO.	

10. PREPARING COMPONENT (include lowest level contributing information to report) BO, IF, WAF	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.) 0		

## 12. COST FACTORS

## A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
15	\$12.80		4		\$ 51.20		5		\$256.00
15	12.80	X	24		307.20		2		614.40
14	11.00		8		88.00		4		352.00
14	11.00		24		264.00		2		528.00
14	11.00		10		110.00		2		220.00
13	9.10		2		18.20		11		200.20
13	9.10		3		27.30		5		136.50
13	9.10		8		72.80		8		582.40
13	9.10		1		9.10		5		45.50
6/7	4.25	X	3		12.75		44		561.00

## B. COSTS OF COMPUTER PRODUCED REPORTS

## TOTAL COSTS PER YEAR

\$3,496.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

Provides post-mortem on each course, encourages planning for improving courses, provides supervisors with additional communications on faculty activities.

## 14. FUTURE GOALS

## GOAL PROPOSED BY COMPONENT FOR THIS REPORT

- RETAIN AS IS      X OTHER (explain) Relatively unchanging courses should be reported in Weeklies.

ESTIMATED SAVINGS  
MAN-HOURS      DOLLARS  
25      \$275

## 15. DATE OF INVENTORY

## 16. NAME AND TITLE OF PERSON FURNISHING INFORMATION

18 Sept. 1971 Approved For Release 2006/11/13 : CIA-RDP75-00399R000100140084-0  
DC/SIWA/OTR

## 17. EXTENSION

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